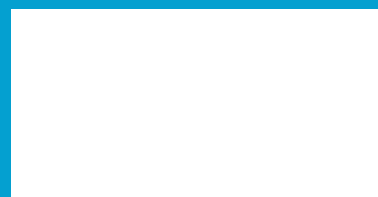
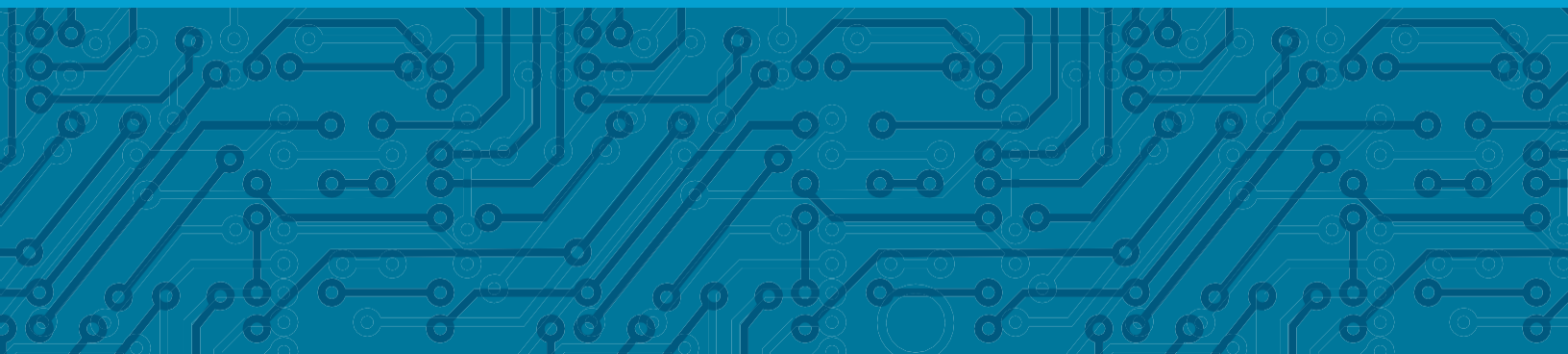


# Quincy and Localgov Food and Beverage Information



# Welcome

## This training will cover the following:

### Local Information

The Quincy F&B Ordinance

What is taxable?

Where do I find more information?

### Localgov Platform

What is Localgov?

Creating and Confirming a New Account

Features

Adding and Editing a Business

Tax Forms and Filing

Customer Support

# Quincy's Food & Beverage Ordinance

The Prepared Food and Beverage & Alcoholic Beverage Tax is a 1% tax on the purchase price of prepared food and beverage sold for immediate consumption AND all alcoholic liquor sold at retail. For a copy of the City Ordinance click [here](#).

The tax was scheduled to go into effect on May 1, 2020; however, due to the COVID19 crisis, the implementation has been delayed until at least 60 days after the executive order is lifted. The tax will begin on the first day of the month following the 60 day period.

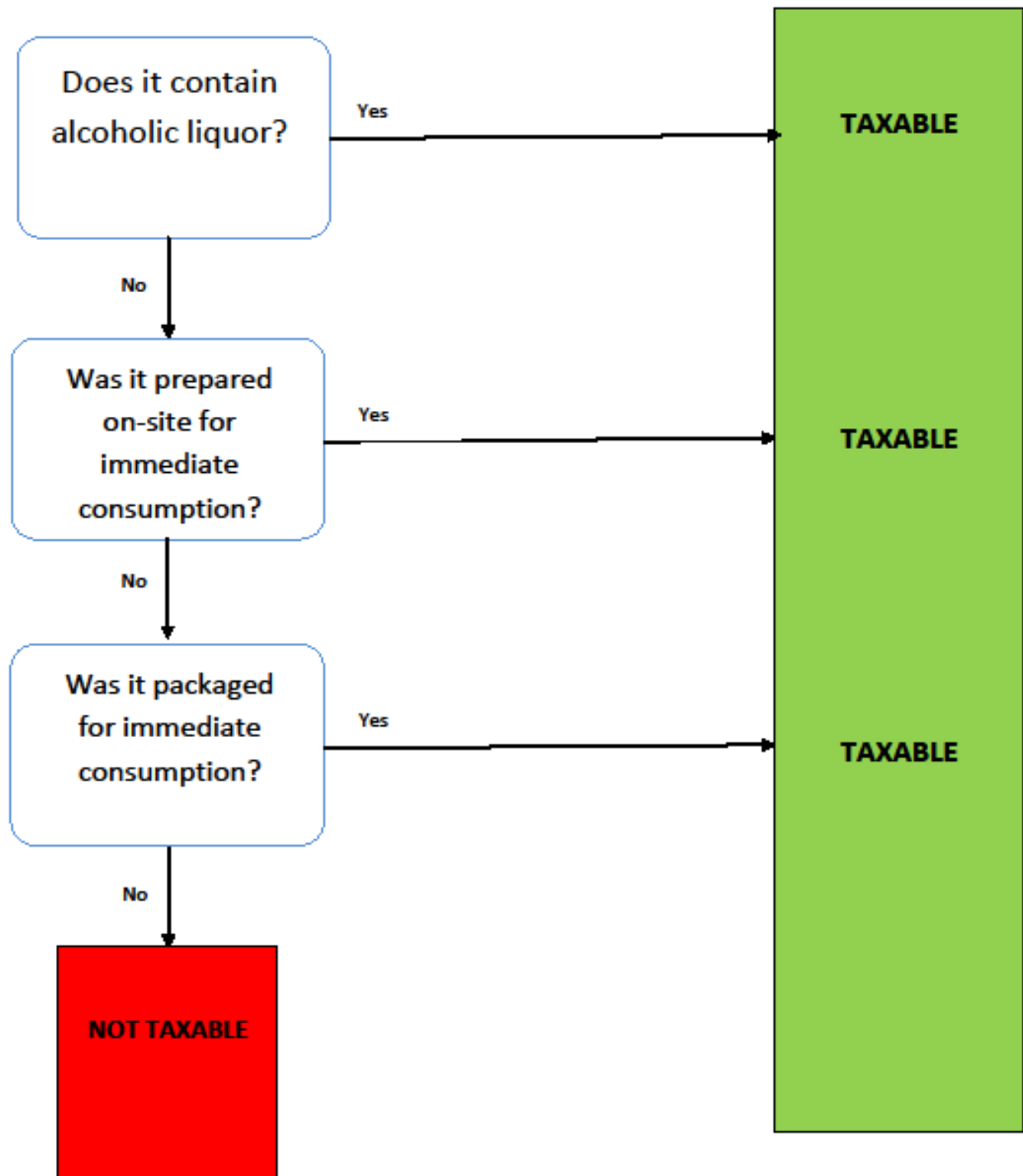
The Prepared Food and Beverage & Alcoholic Beverage Tax will be used for economic growth initiatives and support the QUINCY NEXT Strategic Plan.

The City's 1% Prepared Food and Beverage & Alcoholic Beverage Tax is *in addition to and separate from the tax remitted to the state.*

## Quincy's Food and Beverage & Alcoholic Beverage Tax

### **IS IT TAXABLE?**

*A Guide for all FOR PROFIT Businesses*



## How do I log into Localgov?

To access Localgov Tax Administration, go to **lata.localgov.org**. Here, you can log in with an existing account or create a new one.

To create a new account, click **Sign Up** on the **Welcome** screen. You will then be directed to the **Create Account**

### Welcome to the Localgov Tax Administration Application

Already have an account? Please log in.  
Need an account? Please click Sign Up to register.

Log In

Sign Up

Are you a municipal user and need an account? Please contact Customer Support for assistance.


**Note:** If your networking and security policies require Localgov traffic to flow through a proxy server, make sure that the following domains/URLs are whitelisted:

**localgov.org** (all Localgov apps)

**api.fuzepace.com** (payment)

# How do I create a new account?

To create your account, enter the requested information and click **SUBMIT**. Please note that your password and security answers are case sensitive.



## Create Account

Welcome to the Localgov Account Creation page. Please complete the form below to create a user account.  
If you already have an account, [sign in here](#).

### Basic Information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	Confirm Email Address *
<input type="text"/>	<input type="text"/>

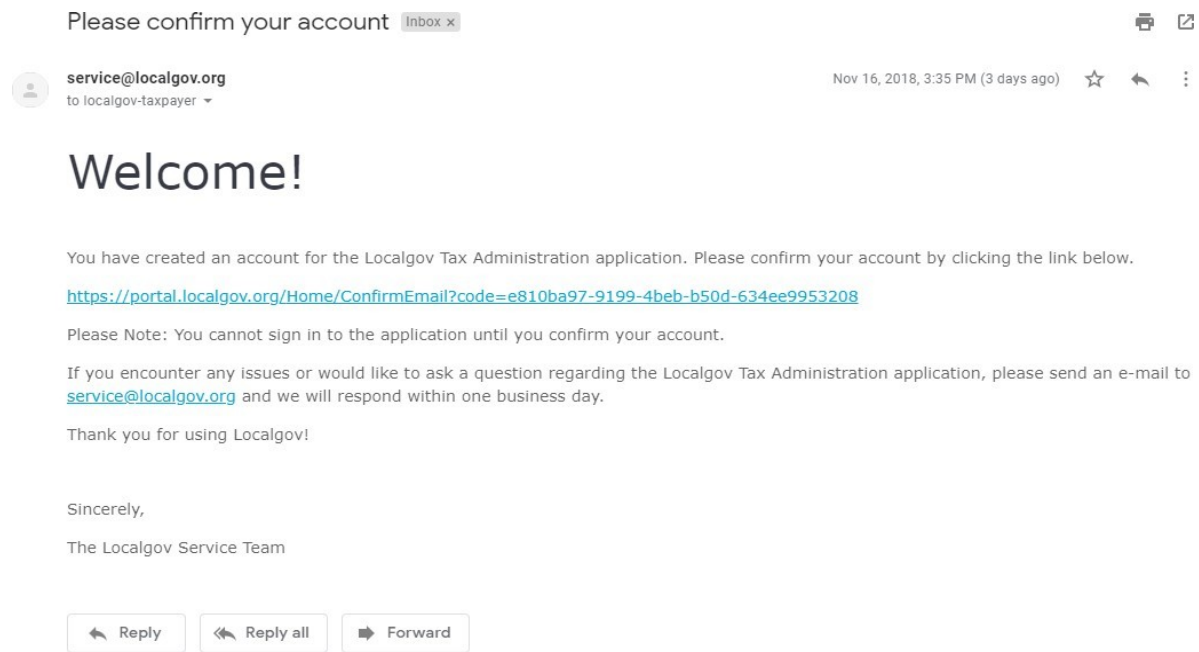
### Security

Password *	Retype Password *
<input type="password"/>	<input type="password"/>

Passwords must be at least 8 characters long, contain at least one lower case character, at least one upper case character and at least one number.

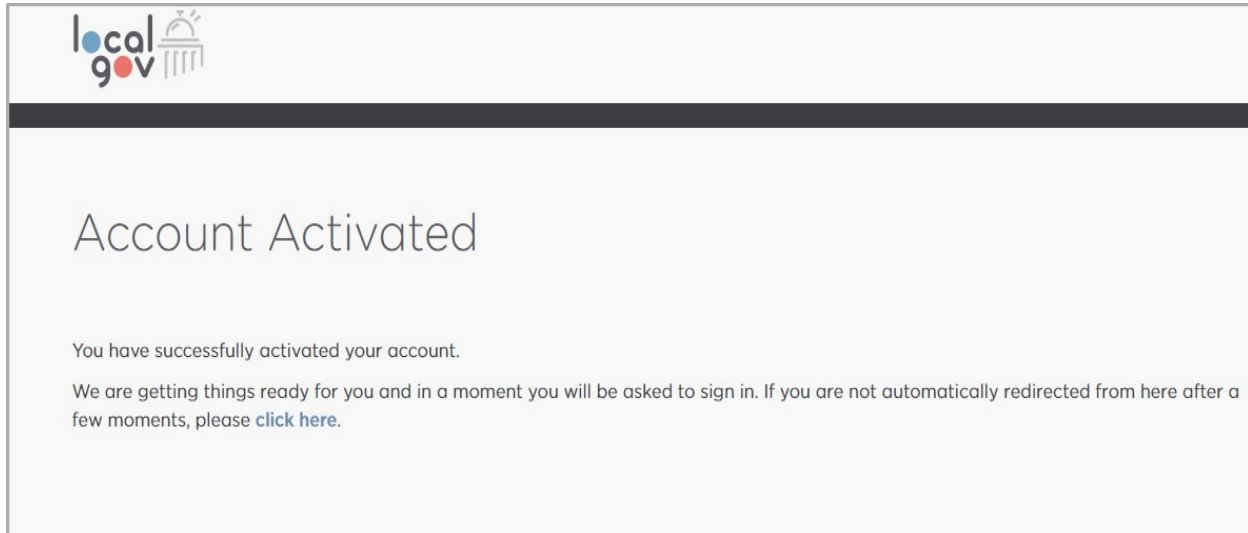
Security Question #1 *	Security Answer #1 *
------------------------	----------------------

# How do I confirm my new account?



Once you've created your account, you will receive an email message from [techsupport@localgov.org](mailto:techsupport@localgov.org) prompting you to confirm your new account. To do so, open the message and click the provided link. If you do not see this email message in your **Inbox**, please check your **Spam/Junk** folder, or check with your IT administrator to ensure Localgov is accepted by your mail server.

## How will I know my account has been activated?



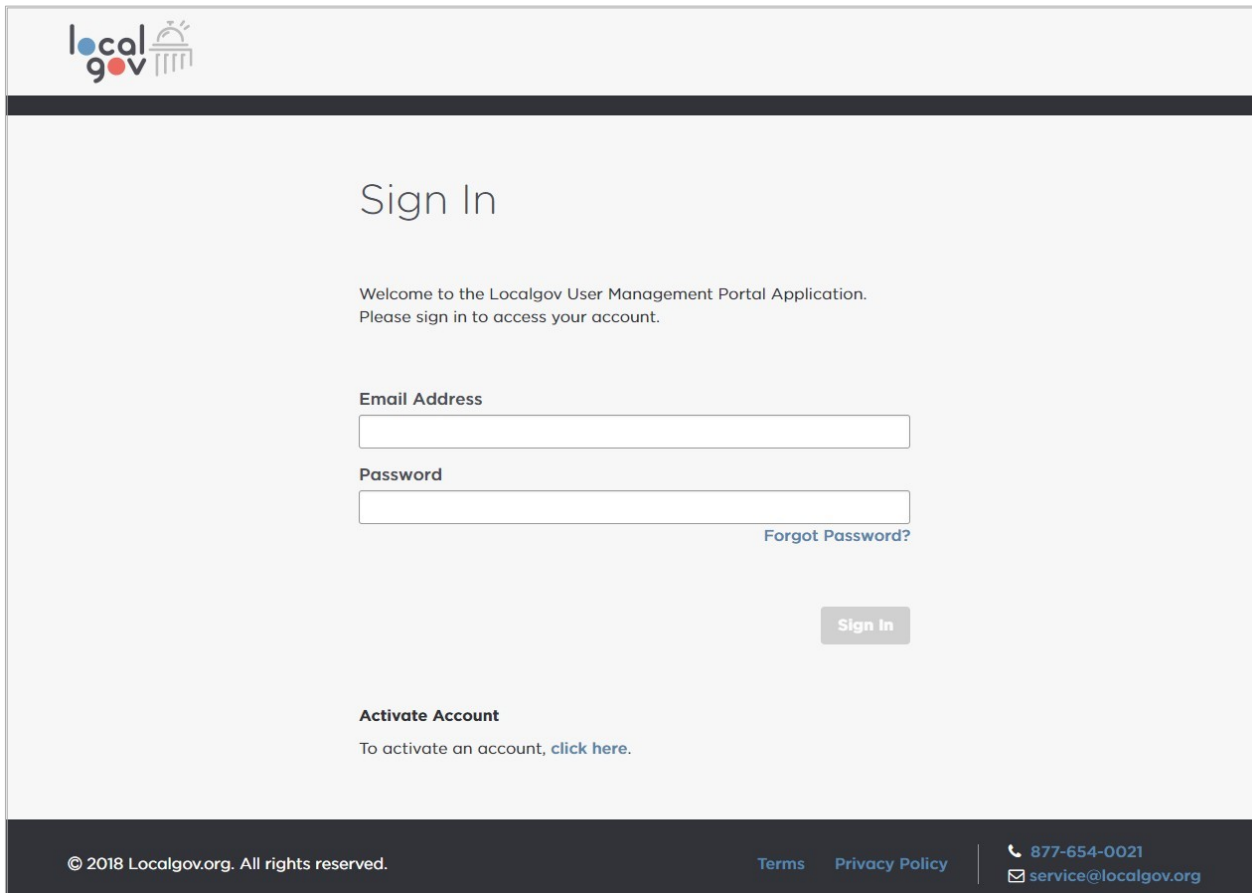
Once you've activated your account, you will see a

### **SUCCESS**

message before being redirected to the Localgov sign-in page.



## How do I sign in to my account?



The screenshot shows the 'Sign In' page of the Localgov User Management Portal. At the top left is the 'localgov' logo. The main heading is 'Sign In'. Below it, a welcome message reads: 'Welcome to the Localgov User Management Portal Application. Please sign in to access your account.' There are two input fields: 'Email Address' and 'Password'. To the right of the password field is a link that says 'Forgot Password?'. Below the input fields is a 'Sign In' button. At the bottom of the main content area, there is an 'Activate Account' section with the text: 'To activate an account, [click here](#).' The footer contains copyright information '© 2018 Localgov.org. All rights reserved.', links for 'Terms' and 'Privacy Policy', and contact information: a phone icon with '877-654-0021' and an email icon with 'service@localgov.org'.

localgov

### Sign In

Welcome to the Localgov User Management Portal Application.  
Please sign in to access your account.

Email Address

Password

[Forgot Password?](#)

**Sign In**

**Activate Account**  
To activate an account, [click here](#).


© 2018 Localgov.org. All rights reserved.    [Terms](#)    [Privacy Policy](#)    [877-654-0021](tel:877-654-0021)    [service@localgov.org](mailto:service@localgov.org)

To sign into your account, enter the email address and password associated with your account, then click **SIGN IN**. If you forgot your password, you can reset it by clicking the Forgot Password link and following the instructions provided.

## How are the Localgov features organized?

 Manage Businesses

 Tax Forms

 Tax Filings

Localgov Tax Administration is organized into three sections, which you'll find along the top of your screen:

### Manage Businesses

Create a new business or edit an existing one

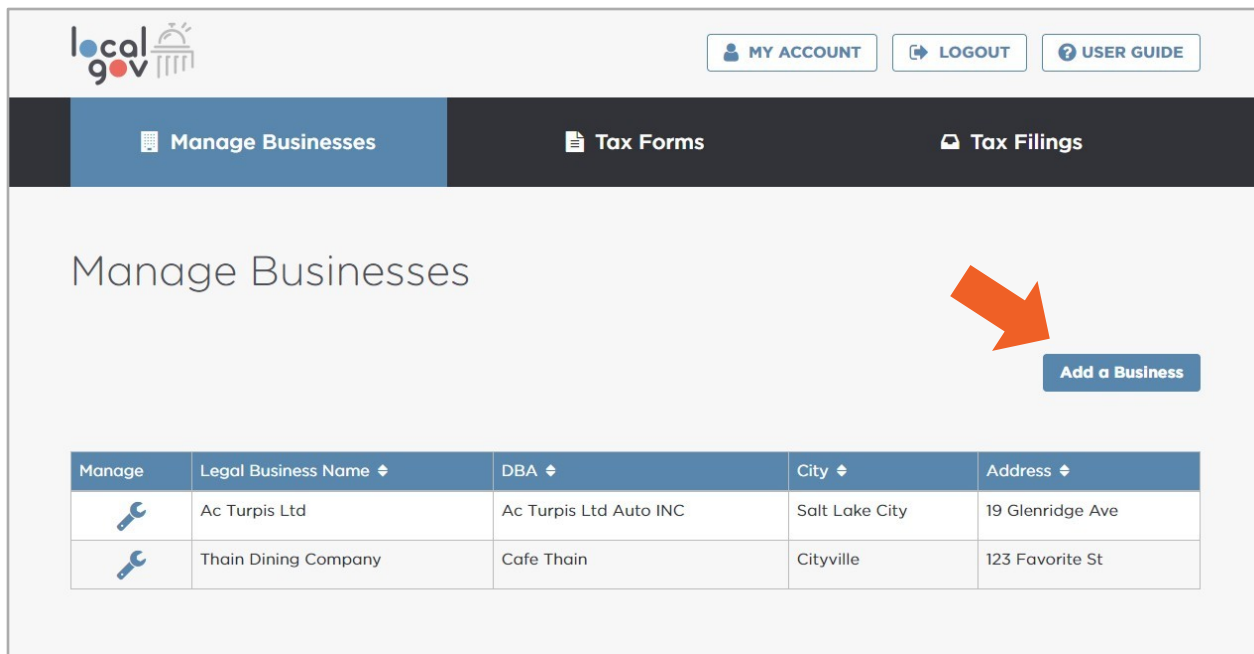
### Tax Forms

File a tax form for a municipality of your choosing

### Tax Filings

Display all previous tax filings and payments

## How do I add a business in Localgov?





localgov

MY ACCOUNT LOGOUT USER GUIDE


Manage Businesses Tax Forms Tax Filings

### Manage Businesses

Add a Business

Manage	Legal Business Name	DBA	City	Address
	Ac Turpis Ltd	Ac Turpis Ltd Auto INC	Salt Lake City	19 Glenridge Ave
	Thain Dining Company	Cafe Thain	Cityville	123 Favorite St

To set up your business for the first time, click on **Manage Businesses** from the main navigation menu and then click the **Add a Business\*** button.



[MY ACCOUNT](#)[LOGOUT](#)[USER GUIDE](#)

[Manage Businesses](#)[Tax Forms](#)[Tax Filings](#)

## Add a Business

### Basic Business Information

Legal Business Name *	DBA *	
<input type="text"/>	<input type="text"/>	
Municipal Business License Number	State Tax Id Number *	Federal EIN
<input type="text" value="Optional"/>	<input type="text"/>	<input type="text" value="Optional"/>

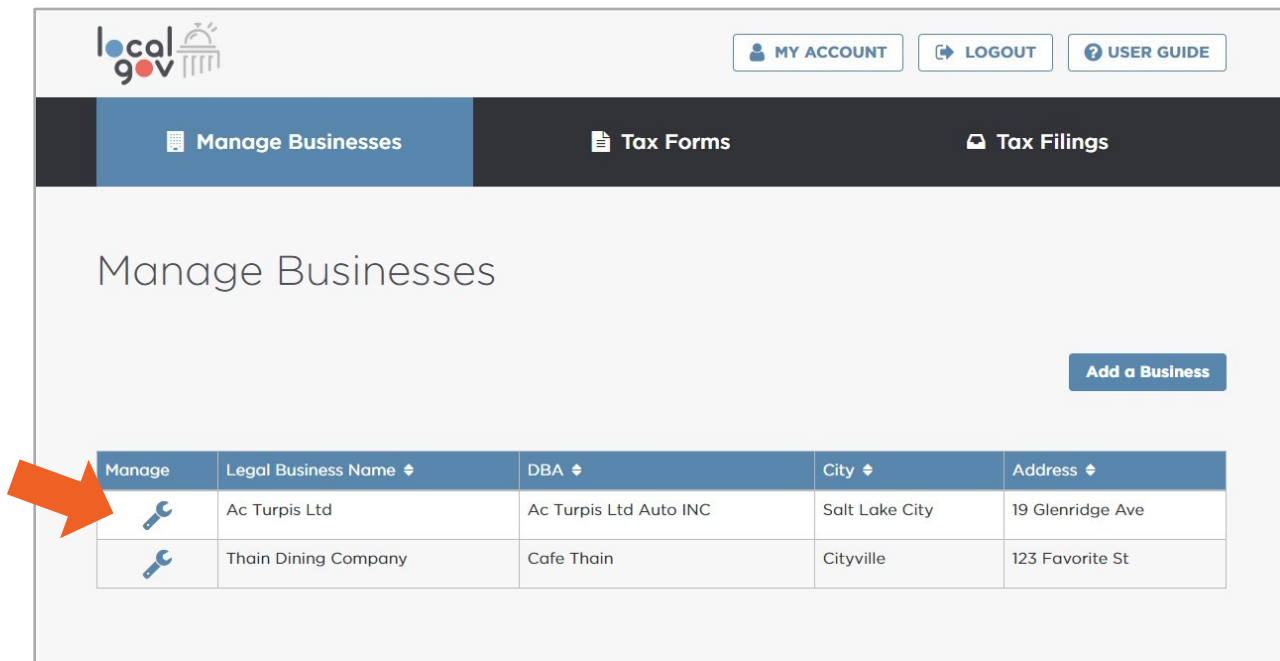
### Local Address

Address 1 *	Address 2	
<input type="text"/>	<input type="text" value="Optional"/>	
City *	State *	Zip Code *
<input type="text"/>	<input type="text" value="Select an Option"/>	<input type="text"/>

From the **Add a Business** page, enter required information about your business. Required fields are marked with a red asterisk. Before you get started, you'll want to have your **State Tax ID Number** and **Federal Employer Identification Number (FEIN or SSN**, depending on your business structure). If you have a **Business License Number** provided by your municipality you can enter that now as well. Some municipalities require them while others do not. You can usually find this number on your business license or license renewal letter.

When finished, click **SAVE**, or **SAVE AND ADD ANOTHER** if you wish to add an additional business.

## How do I edit information for a business?





localgov

MY ACCOUNT LOGOUT USER GUIDE

Manage Businesses Tax Forms Tax Filings

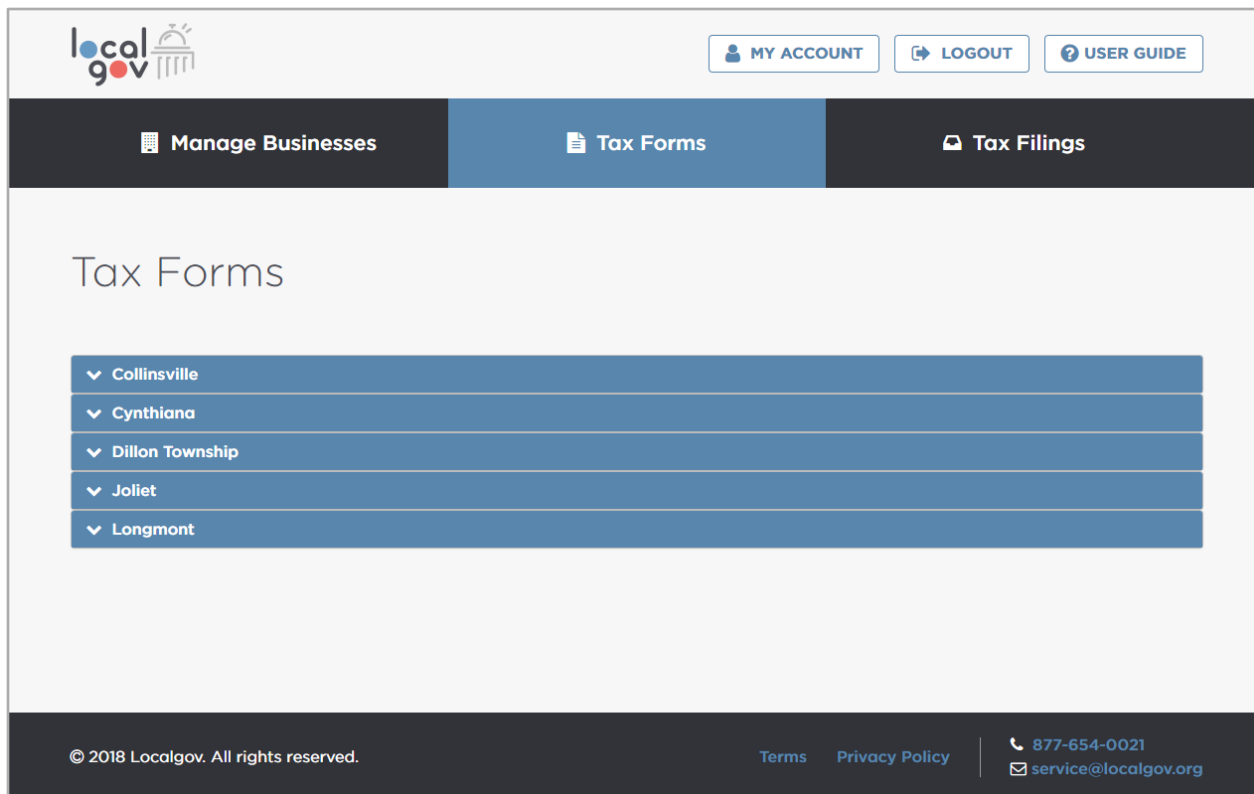
### Manage Businesses

Add a Business

Manage	Legal Business Name	DBA	City	Address
	Ac Turpis Ltd	Ac Turpis Ltd Auto INC	Salt Lake City	19 Glenridge Ave
	Thain Dining Company	Cafe Thain	Cityville	123 Favorite St

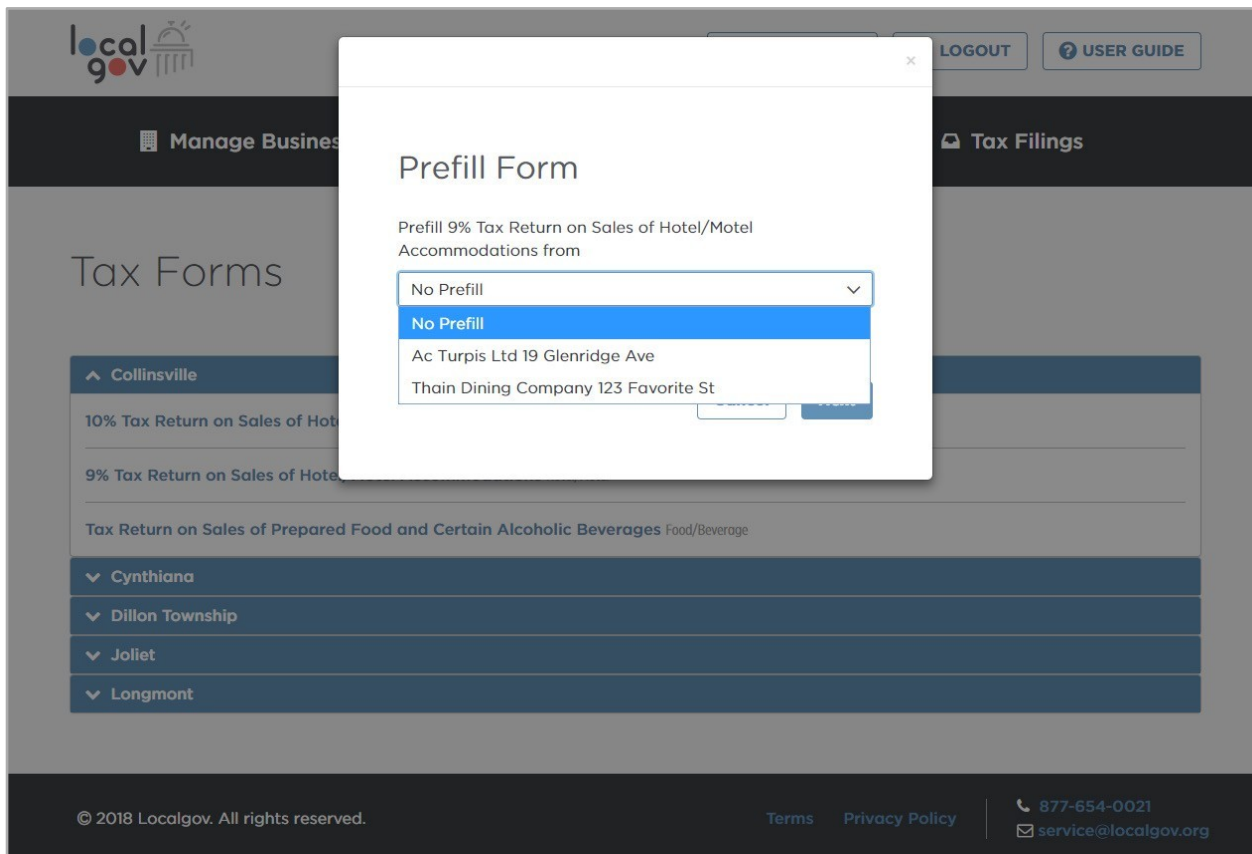
To edit information for a business, click its corresponding wrench icon\* from the **Manage** column on the **Manage Businesses** page.

## Where can I find tax forms for filing?



To begin filing your taxes, you will first need to locate the appropriate tax form for the municipality for which you are filing. Click on **Tax Forms** in the main navigation to display the available tax forms grouped by municipality. Click a municipality to load its available tax forms, then, click your desired tax form.

## How do I fill out my tax form?



The screenshot shows the LocalGov website interface. At the top, there is a header with the 'localgov' logo, a 'Manage Business' button, and links for 'LOGOUT' and 'USER GUIDE'. Below the header, the main navigation bar includes 'Manage Business' and 'Tax Filings'. The 'Tax Forms' section is active, displaying a list of tax forms: '10% Tax Return on Sales of Hotel/Motel Accommodations from', '9% Tax Return on Sales of Hotel/Motel Accommodations from', and 'Tax Return on Sales of Prepared Food and Certain Alcoholic Beverages Food/Beverage'. A modal window titled 'Prefill Form' is open, showing a dropdown menu with 'No Prefill' selected. Below the dropdown, there are two business entries: 'Ac Turpis Ltd 19 Glenridge Ave' and 'Thain Dining Company 123 Favorite St'. The footer contains copyright information, links for 'Terms' and 'Privacy Policy', and contact details for '877-654-0021' and 'service@localgov.org'.

A **Prefill Form** window will open, where you can select the business you'd like prefilled on the tax form. This will automatically prefill your business information into the form so you do not have to manually enter. Select **No Prefill** if you'd rather manually enter your business information.

Click **DONE** to proceed to the tax form.

If you did not select the prefill option, you can go back to the previous page to do so or manually enter the information into the form.

All non-shaded fields in the form are required information necessary to complete your filing. The shaded fields cannot be edited.

When finished, click **PREVIEW**. To make any final edits, click **EDIT**. When finished, click **FILE**.

## Tax Form: Fill

**COLLINSVILLE**  
Hotel/Motel  
9% Tax Return on Sales of Hotel/Motel Accommodations

Attach Completed RHM-1 \*

Choose File

Files may be PNG, PDF, JPG, or GIF

Municipal Business License Number \*

Filing Period \*

Due Date

Doing Business As \*

Local Address \*



Local City \*



# How do I pay my taxes through Localgov?

**Payment Method**

^ Saved Payment Methods

  xxxxx1111

^ New Bank Account

^ New Credit/Debit Card

**Payment Details**

Filing:	\$37,850.76
Subtotal:	\$37,850.76
Service Fee:	\$0.00
Bottom Line	\$37,850.76

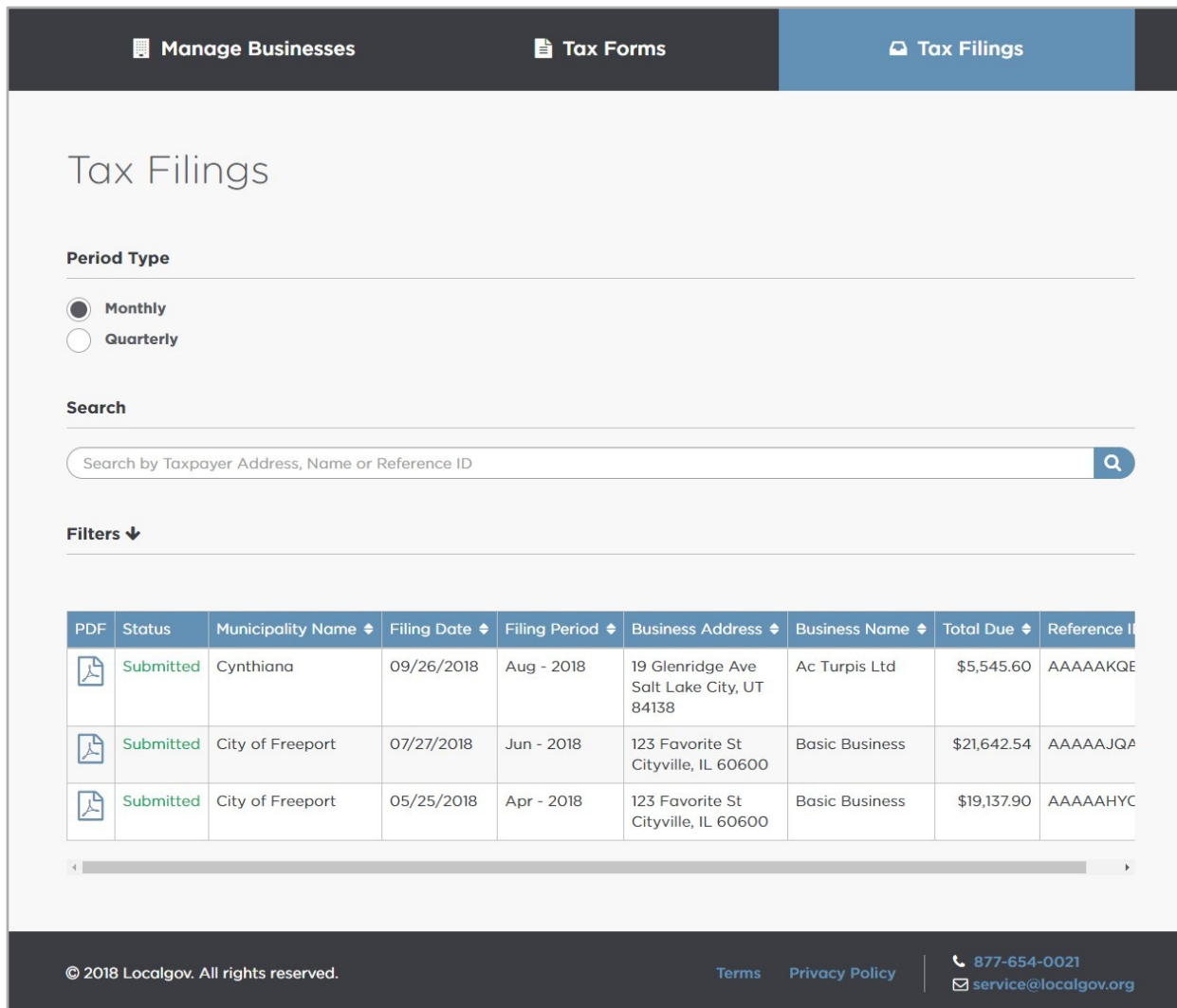
**Terms and Conditions**

I authorize the Merchant to convert this transaction into an Electronic Funds Transfer transaction or paper draft, and debit my bank account. I understand that my bank account will be charged **\$37,850.76**. My bank statement will show charges as from **Collinsville**. For ACH




Upon submitting your tax filing, you will either be required to submit payment at that time or have the option to pay later, depending upon the municipality's ordinance. Payment options include ACH or credit/debit card.

Your business banking account may require pre-authorization for online ACH debits. To ensure there are no complications in processing payments, please provide the following CCD number to your bank for debit authorization prior to your first ACH payment:  
**3383693141**

## Where can I find my previously-filed taxes?



The screenshot shows the 'Tax Filings' section of the Localgov portal. The navigation bar includes 'Manage Businesses', 'Tax Forms', and 'Tax Filings'. The 'Tax Filings' section has a 'Period Type' filter with 'Monthly' selected and 'Quarterly' as an option. Below this is a 'Search' bar with the placeholder text 'Search by Taxpayer Address, Name or Reference ID'. A 'Filters' dropdown is also present. The main content area displays a table of tax filings with columns for PDF, Status, Municipality Name, Filing Date, Filing Period, Business Address, Business Name, Total Due, and Reference ID. Three filings are listed, all with a status of 'Submitted'. Each row has a PDF icon in the first column. The footer contains copyright information, links to Terms and Privacy Policy, and contact information for Localgov.

PDF	Status	Municipality Name	Filing Date	Filing Period	Business Address	Business Name	Total Due	Reference ID
	Submitted	Cynthiana	09/26/2018	Aug - 2018	19 Glenridge Ave Salt Lake City, UT 84138	Ac Turpis Ltd	\$5,545.60	AAAAAKQE
	Submitted	City of Freeport	07/27/2018	Jun - 2018	123 Favorite St Cityville, IL 60600	Basic Business	\$21,642.54	AAAAAJQA
	Submitted	City of Freeport	05/25/2018	Apr - 2018	123 Favorite St Cityville, IL 60600	Basic Business	\$19,137.90	AAAAAHYC

To view your previously-filed taxes, click **Tax Filings** from the main navigation. All previous filings for your businesses will be displayed.

You can sort, search and filter your history. To view confirmation for a filing, click its corresponding PDF icon.

# More Information

You'll find more information on the Prepared Food & Beverage and Alcoholic Beverage Tax at

<https://www.quincyl.gov/engage/open-gov-t/finance/tax-information/locally-imposed-taxes>, including:

- Frequently Asked Questions
- Related Ordinances
- Contact Information

Or, contact the City Treasurer's Office

- By phone at 217-228-4575
- By email at [CO@treas@quincyl.gov](mailto:CO@treas@quincyl.gov)

# Customer Support

For assistance by email or phone, please use the following contact methods to reach **Customer Support**.

Email: [service@localgov.org](mailto:service@localgov.org)

Telephone: **1-877-654-0021**

Monday through Friday, 9:00 AM CST to 5:00 PM CST